

Age Action: Development Officer **(<https://www.activelink.ie/node/109063>)**



Development Officer

Location: Based in Age Action's Office in Galway responsible for CHOs 1, 2 & 3. (CHO 3 is shared with the Cork based Development Officer)

Post: Development Officer

Responsible to: Regional Programmes Manager

Garda Vetting is required for this role

About Age Action

We are Ireland's leading advocacy organisation promoting equality for us all as we age.

We are working to create a just, inclusive and age-friendly society. We make our vision a reality through our advocacy work, direct services and education. We work to ensure older people's rights are respected and their voices are heard. We celebrate the contributions of older people and work to promote everyone's agency in older age. We lead the fight in challenging ageism, effecting long term change at government level and highlighting the disadvantages we face as we grow older in Ireland.

Our work is driven by an organisation that is professional in its operations and lives out its values of dignity, participation, diversity, social justice, and professionalism.

Everything we do is based on recognising uniqueness and experiences. Our work is varied, encompassing advocacy, education, volunteering for all ages and services for older people. We actively campaign on issues that directly impact us all as we age, such as income security, healthcare and housing. Additionally, we provide practical supports through our Information Service, Getting Started and Care and Repair services, as part of our mission to achieve fundamental change in the lives of all older people and facilitate a better quality of life.

Key role: Support the engagement of a broad range of stakeholders in Age Action programmes and activities. These programmes and activities include the programmes listed below and Age Actions wider policy work, volunteer engagement opportunities and income generation activities.

The role

- Deliver Age Action programmes with a view to linking new participants to established activities and developing new groups where the need arises
- Actively promote Age Action programmes in the region to increase participation. This includes participating and presenting in relevant events and networks.
- Train, and support volunteers in conjunction with the Age Action Volunteer Team
- To plan and manage all aspects of the programme to which you are assigned which may include day-to-day operations, supervision and support of volunteers and participants on employment schemes, and handling client requests

- Support Administration team to handle client calls, schedule and record activities
- Recruit, train and support community partner organisations to run services in partnership with Age Action
- Raise awareness of programmes among older people, community groups, health professionals and the public.
- Engage and develop partnerships with local statutory and voluntary bodies with a specific focus on the HSE/CHO
- To assist with implementation of income generation strategy and identify corporate opportunities
- Manage the administration of the programmes including the provision of required progress reports
- Support the work of Age Action's Advocacy and Public Affairs team where required
- Support the work of Age Action's Fundraising and Communications team where required
- The Development Officer will cover a region as specified by their line manager which is achievable from the location at which they are based
- The Development Officer may be assigned to a specific programme or may work across programmes depending on organisational requirements
- To maintain a flexible approach to all aspects of the job
- To attend meetings and training courses when necessary
- Carry out all reasonable requests of the Regional Programmes Manager

Age Action currently runs the following programmes in the region:

1. Care & Repair

Age Action's Care and Repair does small DIY jobs for older people to help them maintain their homes and their independence. Operating in Cork, Dublin and Galway, Care and Repair does jobs that might be more difficult to complete as we get older people but not big enough to call in a tradesperson.

Age Action's Care and Repair prioritises carrying out jobs in the homes of older people who are being discharged or have recently been discharged from hospital. If someone is coming out of hospital, no matter where they live, we would support them to make sure their house is safe. Care and Repair can remove trip hazards, install handrails, replace toilet seats or move a bed downstairs to make sure the home is ready for their return.

For any job that is too big or specialised for our team we can provide details of local tradespeople.

2. Getting Started

As part of the fight against digital exclusion and to combat digital literacy among older people, Age Action's Getting Started programme delivers training on computers, the internet and mobile phones to people over the age of 55. The programme addresses the challenges and barriers experienced by older learners. Volunteers are trained and supported to provide one-to-one tuition in a relaxed and non-formal learning environment. To date, the programme has trained over 43,000 people nationwide in hundreds of venues.

Skills and Abilities

- A commitment to human rights and equality of outcome
- Experience of working on community development projects
- Experience of working with volunteers and in the voluntary sector
- Excellent people skills and the ability to communicate with a wide range of key stakeholders
- Excellent organisational skills and an ability to work on his/her own initiative, in an independent environment and without constant supervision
- Excellent IT skills including Microsoft Office (Outlook, Word, Excel & PowerPoint), and experience of CRM database management
- A current full clean driving licence and own car, or access to a car.

Personal Attributes:

- Flexible approach to work and duties, working as a team player liaising with other colleagues and be adaptable to changing circumstances
- Work in line with Age Action's values and maintaining the reputation and standing of the organisation
- Capacity for self-reflective practice and willingness to engage in further training and development

Other

- Eligibility to work in Ireland.

Conditions of Service

The post of Development Officer is a fixed term post for 24 months from date of appointment. Salary of €33,837 per annum is offered for the post.

Age Action practices a hybrid working model, combining office-based working and working remotely. Some travel will be necessary to carry out work within a specified region. Full drivers licence and access to car required.

There may be work outside normal office hours in the evenings and weekends, for which time off in lieu will be provided.

Garda Vetting is a requirement for this role.

How to Apply:

Applications by letter outlining your suitability for the post (maximum 300 words), with CV and details of two referees in Word format by email to: recruitment@ageaction.ie (<mailto:recruitment@ageaction.ie>) by midday Tuesday 9th July 2024.

Please reference **DOGWY24** to apply for this role.

Please confirm that you have a full clean drivers licence and access to a car. Referees will not be contacted without prior notification.

Interviews are expected to be held in Galway on the Monday 15th July 2024. Informal enquiries are welcome to Jipe Kelly on 021-2067399

Age Action is committed to equality, diversity and inclusion and we do not accept discrimination of any kind. We are keen to recruit colleagues with a range of experience, regardless of age, disability, gender, gender re-assignment, race, religion or belief, sexual orientation, marital or civil partnership status or maternity status.

Region

Galway / Hybrid

Date Entered/Updated

19th Jun, 2024

Expiry Date

9th Jul, 2024

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